



EMBASSY OF THE UNITED STATES OF AMERICA

Position Vacancy Announcement

ANNOUNCEMENT NO: VA-06-060

OPEN TO: All interested and qualified candidates
Current mission employees serving a probationary period are not eligible to apply.
POSITION: Voucher Examiner/Accounts Receivable Assistant
OPENING DATE: Wednesday, September 6, 2006
CLOSING DATE: Wednesday, September 20, 2006 - max. 4:30 p.m.
WORK HOURS: Full-time; 40 hours/week
GRADE: FSN-07

In-house candidates must apply through their supervisors.

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK PERMITS ALLOWING WORK IN COUNTRY BEFORE APPLYING FOR THIS POSITION.

The U.S. Embassy in Khartoum is seeking a Sudanese National or Ordinarily Resident citizen of Sudan for the position of Voucher Examiner/Accounts Receivable Assistant in the Financial Management Office of the Management Section of the US Embassy Khartoum Sudan.

BASIC FUNCTION:

The incumbent serves as the Financial Management Office Voucher Examiner /Accounts Receivable Assistant of Embassy Khartoum. Incumbent examines and processes vouchers for OBO, PROG, PD and DLO. Incumbent examines Utility, Telephones, ORE and Representation Vouchers and act as backup to the other Voucher Examiner. Incumbent is directly supervised by the Financial Specialist.

QUALIFICATIONS REQUIRED:

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

--**Education:** Completion of University degree in field of accounting, auditing or finance is required.

--**Prior Work Experience:** One to two years of progressively responsible experience in the accounting, finance or U.S. Government financial work. Private sector experience in accounting/bookkeeping functions may be considered. Prior cashier experience is required.

--Language Proficiency: (This will be tested)

	Speaking	Reading	Writing
English:	Fluent	Fluent	Fluent
Arabic:	Fluent	Fluent	Fluent

--**Skills:** Must be able to use a personal computer and other office equipment such as a copier and a fax and have a proficiency in computer applications such as Excel, Word, Access and Outlook. Must be well organized, show attention to details, and be able to communicate directly and clearly, both verbally and in writing. Must possess excellent public relations, essential skill to work directly with post management here in the Embassy as well as the three Consulates, Chiefs of section of the four service agencies as well as their staff. Incumbent must be able to work under pressure and be an active FMO team player.

SELECTION PROCESS:

--Applicants must be eligible for appointment under local government laws and regulations.
--Management will consider nepotism, conflict of interest, budget, and visa status in determining candidacy.
--Selected candidates must pass a pre-employment medical and security clearance in order to be eligible for hire.

TO APPLY: Interested individuals for this position should submit the following or the application would not be considered:

1. Application for Federal Employment and a resume (current mission employees must submit an in-house application).
2. Supporting documentation (e.g., essays, certificates, awards) that addresses the requirements of the position as listed above.

POINT OF CONTACT:

Human Resources Office
U.S. Embassy, Khartoum
Telephone: 774700 Ext. 247/274.

DEFINITIONS

Ordinarily Resident (OR): A Sudanese citizen or a citizen of another country whose primary residency is Sudan and who has the required work permit for employment in Sudan.

*The US Mission in Sudan is an Equal Opportunity Employer.
Candidates will receive consideration without regard to race,
color, religion, sex, national origin, disability, age, or sexual
orientation.*

*The Department of State also strives to achieve equal employment
opportunity in all personnel operations through continuing
diversity enhancement programs.*